

To: Staff Senate  
From: Cindy Tokash  
Date: February 15, 2017  
Subject: Minutes from the February 8, 2017 Staff Senate Meeting

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In attendance: Tamara Bautista, Kristi Klien, Janice Mecadon, Cynthia Tokash, Ann Barnoski, Timothy Barrett, Ryan Puksta, Kevin Roginski, Susan Shimsky, Stephanie Adamec, Julie Phillips, Gina Butler, Kelly Cook, Rose Ann Jubinski, Amy Driscoll McNulty, Lucia Grissinger, Caitlyn Hollingshead, Bernie Krzan, Mary Ellen Pichiarello, Mary D. Sheils, Sheila Strickland, and Kevin Stanford

Patricia Tetreault (liaison)

Not in attendance: Lisa Bealla, Kelli Calli, Lori Flynn, Bryn Schofield, Chris Carter, Stephen Hallock, Gene Kohut, William Pilger, Michael Rorick, and Gerry Loveless

Guests: Marie Decker, Susan Bowe, and Fr. Patrick Rodgers

Welcome: Mr. Murphy called the meeting to order at 10:04AM, in the PNC Bank Board Room, Brennan Hall. Gina Butler, Mr. Murphy, Fr. Patrick Rodgers, Jesuit Center Director, to the meeting.

Fr. Rodgers has been a Jesuit since 1992, so he is celebrating his 25

<sup>th</sup> anniversary in the society. Fr.

Rodgers is not new to Scranton, he lived in the Jesuit residence from 1997 campus, but worked at Scranton Prep. He is familiar with the area and excited to be back. He was impressed with the new construction on campus.

Fr. Rodgers is originally from Annapolis, Maryland. He was born and raised there. He studied mu (t)-3 (8t)-3r5 (



They've done some vulnerability testing. They are going to put together a road map for how we as an institution are moving forward with information security.

Liaison Report:

Ms. Tetreault had a couple of notes from Cabinet.

- x The 2017/18 budget is being prepared, it is being moved from the draft policy to the final document.
  - o Some of the things Ms. Tetreault is involved with are salary predictions, benefit items and how to carve out some dollars to help implement the compensation study.
- x The Strategic Plan Update for the Board of Trustees Meeting coming up in a few weeks.

Royal Days is taking place on campus. This past Monday, 171 students and their families came out of the 179 that were expected. The following two Mondays are also Royal Days. Ms. Tetreault encouraged everyone to continue to welcome the students and support them as they consider the university for their higher education.

Ms. Tetreault has hired an HR manager who will be starting in a couple of weeks, February 27 campus announcement will be made.

Spring Convocation is scheduled for tomorrow. Ms. Tetreault has spoken to Dr. Dreier and they are determining whether to delay it one week with the impending bad weather.

Ms. Butler asked if there is any update on the Comprehensive Review. Ms. Tetreault states:

- x They have finished the review of the positions.
- x They have identified an updated set of grade ranges.
- x A structure was already in place, part of this was updating our structure and doing a market check for our positions.
- x They are currently at the point of pricing it and determining what they are able to do financially to implement it.
- x It does look like we have a number of positions that could possibly see an adjustment in salary
  - o The salary adjustments will not be for the entire year.

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Mr. Murphy wanted to point out some of the items the Senate is working on so that they are on the forefront of everybody's minds.

- x We are working on the Smoking Policy with the committee that's working with HR.
- x Per Fr. Quinn's request, we are working on a Business Casual Dress Policy.
- x Joe Wetherell is chairing the ad hoc committee researching donating time to other staff members.
- x Ms. Butler sent a note with some details that need to be adjusted on our By-Laws. There are some things we need to catch up on, some things that our Constitution and By-Laws are not matching on. There was one change to the Constitution which was changing requiring two years of employment to one year of employment to serve as a senator. That was changed through a motion and a vote last year, but needs to be changed in our Constitution which requires the approval of the Board of Trustees.
- x Roundtable policies which Amy went over in the January meeting.
- x Prioritizing things that we are working on.
- x There was a meeting in HR regarding The Wellness Participation Time Policy which was attended by Ms. Adamec, Ms. Mascelli, Mr. Barrett, Ms. Driscoll McNulty, Mr. Murphy, Ms. Tetreault and Ms. McCartney. It was a positive meeting and the next step will be conducting a survey during Wellness Day to see how needed the policy may be. There is a concern about putting a policy in place for a solution to a problem that might be occurring in isolated areas. The problem might be solvable via discussion with leadership in the areas.
- x Some of the events coming up for spring are:
  - o The Spring Luncheon

Ms. Brackev Phillips on behalf of the Communications committee was happy to report that Ms. Jubinski has joined the committee.

- x The Spring Symposium is March 10<sup>th</sup> from 11:30-1:00. They are finalizing some of the speakers so that they can start advertising soon.

Ms. Driscoll McNulty on behalf of the Election and Membership committee states the Annual Meet and Greet is April 5 @ 11:30. The Meet and Greet is a luncheon in which we invite all staff to meet the nominees.

- x The call for nominations will go out in early March.
- x The committee will be looking for a representative, preferably with a technology background, to serve on a search committee for the Associate Chief Information Officer position.

Ms. Driscoll McNulty on behalf of the Finance committee asked for the committees that have events coming up to send estimates of the cost of the event.

The Ad Hoc committee for the Wellness Participation Policy met and it is still moving forward.

- x Mr. Barrett reported that they are working on a survey to give out at the end of Wellness Day asking what an employee's ability is to participate in Wellness classes.
  - o Ms. Butler suggested considering when the survey will be given. Maybe give out the survey in the beginning of Wellness Day or when information is sent out about Wellness Day.
- x Ms. Adamec asked everyone to mark their calendars for March<sup>th</sup>, 4<sup>th</sup> Wellness Day.

New Business:

Ms. Driscoll McNulty read the initial draft of the Business Casual Dress Policy.

## DRESS AND APPEARANCE GUIDELINES

Employees are expected to dress appropriately for their position. The exercise of good judgment in attire and presentation of self is encouraged in accordance with the business and academic environment of the University. Direct supervisors may express particular preferences in their areas. The University may declare certain days or periods as casual dress days. The guidelines governing dress are as follows.

### Professional, Paraprofessional, and Clerical Staff

Casual business attire means clothing that allows staff to feel comfortable at work and yet is appropriate for a professional office environment. Business casual is sharp and must be appropriate for the employee's position. Keep in mind that business casual does not mean weekend or sport casual.

### Maintenance, Trades, and Technical Staff

Physical Plant employees should refer to the Facilities Operations Uniform policy.

### University Police

Staff members should refer to the Uniform Standards policy housed in the University Police Department's Standard Operating Procedures manual.

### Part-time Coaches

Direct supervisors are responsible for interpreting and enforcing dress and appearance within their area of responsibility. For more information, please contact the Office of Human Resources at (570) 941 7767.

- x The policy was broken up into different employee categories because different departments require different attire.
- x Ms. Tetreault suggested looking into the Athletics department dress policy for the Part-

x Ms. Tetreault s

